

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : CONTENT COORDINATORS

DATE: 10 December 1962

FROM : DCC/OS/TR

SUBJECT: Procedures for Setting Up Content Files

1. In order to facilitate all Content Coordinators in setting up the course files assigned as their responsibility, the following procedures will be used. It should be noted that these procedures are intended as a guide to assist the Content Coordinators in completing their assigned duties as quickly as is possible and feasible. Also, the extent to which each individual coordinator goes in the breakdown of the files will be left up to that individual based on the nature of the material.

2. It is anticipated that the following procedures will produce the desired results in the best and quickest manner.

a. Gather all material related to the subject and screen it carefully eliminating all material not appropriate for use [REDACTED]

b. Organize that material to be kept [REDACTED] into general, broad groupings using cross-references where and as necessary.

c. Within each broad grouping, divide the material into appropriate categories suitable for enclosing in individual folders.

d. Prepare an index sheet for each folder, itemizing and describing each paper briefly as to appearance and content.

e. Use color code tabs to identify each paper, folder, and divider according to the memorandum dated 23 March 1962

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3. It is anticipated that all index sheets, when completed, will be included in a loose-leaf notebook, a copy of which is to be assigned to each instructor [REDACTED] 5X1A2d1 These sheets will be filed in the notebooks according to the block of instruction to which they refer. This should enable any [REDACTED] instructor to find instructional material without delay or confusion. Each index sheet should include the title of the paper to which it refers, a brief resume of the content, the title of the book (s) which may be read in conjunction with this paper, any classified reading pertinent to this paper, pertinent case histories, and the titles of the film(s), if any, to be used with this paper.

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4. Starting 7 January 1963, each Content Coordinator will successively be relieved of all instructional duties for a period of up to four weeks to allow him an opportunity to get the material he is responsible for in the order required.

5. Authority for implementing this memorandum is delegated to [REDACTED] who will assist and guide individual Content Coordinators as necessary.

[REDACTED] 1A9a

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